

EYES ONLY

9 July 1969

MEMORANDUM FOR: Director of Research and Development

THROUGH : Special Panel/ORD

SUBJECT : Recommendation for Promotion -

25X1A9a [REDACTED]
GS-5 to GS-6

25X1A9a

1. [REDACTED] has been an employee of the Agency for approximately 19 months, 18 of which have been in MBSD/ORD. In that time, she has progressed from junior clerk-stenographer to senior clerk-stenographer. In that position, she has responsibility for managing the flow of office business: generally, meeting the secretarial needs of the Division Chief and project officers, and supervising a junior clerk-stenographer.

25X1A9a

2. In the period of the last six months, the office, on numerable occasions, has experienced an inordinate work load for sustained periods. On those occasions, [REDACTED] not only met the challenge successfully and efficiently, but actually increased in overall proficiency. Her increased effectiveness was maintained as conditions returned to a more normal state. The absence of a "let down" is indicative of the mature and responsible manner with which she performs her duties. She has responded well to suggestions and has maintained a cheerful and pleasant disposition uniformly. Her demeanor has drawn positive comments on a number of occasions from visitors.

25X1A9a

25X1A9a

3. In the past six months, [REDACTED] has developed from an above average secretary into one of considerable proficiency. Her professional growth during this period has been sufficiently noteworthy and sustained to warrant tangible recognition. It is, therefore, recommended that [REDACTED] be promoted from GS-5 to GS-6.

25X1A9a

[REDACTED]

MBSD/ORD

CONCUR:

25X1A9a

[REDACTED]

Chief/MBSD/ORD

EYES ONLY

~~EYES ONLY~~

Approved For Release 1999/09/27 : CIA-RDP91-00452R000100100133-1

SUBJECT: Recommendation for Promotion -
25X1A9a [REDACTED]
GS-5 to GS-6

RECOMMEND APPROVAL:

Chairman, Special Panel/ORD

Date

APPROVAL:

Director of Research and Development

Date

-2-

~~SECRET~~

EYES ONLY

Distribution:

- Original & 1 - Addressee
- 1 - Special Panel/ORD
- 1 - PO/ORD
- 1 - MBSD/ORD

MBSD/ORD/DD/S&T: [REDACTED] dpc 2637 (9 July 69)
3191

25X1A9a